

**MAY 7, 2013**

**ROLL CALL: MARY BRADLEY, CARL ELLIS, KEN KERKHOFF, OWEN ROBERTS AND BRIAN TRAUGOTT WERE PRESENT. COUNCIL MEMBER MILLER WAS ABSENT. ALSO PRESENT WERE MAYOR FRED SIEGELMAN AND CITY ATTORNEY BILL MOORE.**

**DEPT. HEADS: BART MILLER, FRANKIE SHUCK, JOHN WILHOIT AND ALLISON WHITE WERE PRESENT REPRESENTING THEIR RESPECTIVE DEPARTMENTS.**

**MOTION BY ELLIS, SECONDED BY ROBERTS TO APPROVE AND ADOPT THE MINUTES OF THE APRIL 16, 2013 REGULAR MEETING OF THE COUNCIL.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**A member of Kentucky League of Cities presented the City with a check in the amount of \$6,000 as part of the 2013 Safety Grant award.**

**Mr. Don Vizi (Chamber of Commerce Director) was present to thank the Council for the support and to discuss upcoming Chamber events to include Business After Hours, Twilight Festival, golf tournament and art auction. Mr. Vizi also noted explained to the Council that the Tourism Commission is a separate entity from the Chamber of Commerce and that there currently exist an agreement, where the Director of the Chamber of Commerce maintains the books of the Tourism Commission, however, the Commission maintains their own Board of Directors and operates independently.**

**MOTION BY BRADLEY, SECONDED BY TRAUGOTT TO ENTER INTO EXECUTIVE SESSION TO DISCUSS POSSIBLE SALE OF REAL ESTATE.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**MOTION BY ELLIS, SECONDED BY BRADLEY TO RETURN TO REGULAR MEETING OF THE COUNCIL AND FURTHER NOTING THAT NO ACTION WAS TAKEN DURING EXECUTIVE SESSION.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**Ms. Cindy Snapp presented a request to the Council of proposed changes to administrative policy procedures for department/committee meetings (attached as Exhibit A). There was no action taken by the Council on this issue.**

**At the request of Council member Bradley, City Attorney Moore gave second reading of Ordinance No. 2013-16 as follows:**

**CITY OF VERSAILLES  
ORDINANCE NO. 2013-16**

**TITLE: AN ORDINANCE AMENDING THE POSITION DESCRIPTION FOR THE POSITION OF SENIOR ACCOUNT CLERK (UTILITIES)**

**WHEREAS, the Versailles City Council has determined that it is necessary and appropriate to amend the position description of Senior Account Clerk (Utilities);**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF VERSAILLES, KENTUCKY AS FOLLOWS:**

**SECTION ONE. The position description of the position Senior Account Clerk (Utilities) is hereby amended as follows:**

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POSITION DESCRIPTION

Class Title: Senior Account Clerk (Utilities)  
Dept/Div.: Administration / City Clerk/Treasurer/Tax Administrator's Office  
Supervisor: City Clerk/Treasurer/Tax Administrator  
Supervises: Account Clerk Assistant (Utilities)

Class Characteristics: Under general direction, supervises and/or assists with preparing, checking, mailing, and collection of utility bills; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Supervises the preparation and/or prepares and issues hand-held meter reading computers; downloading completed readings from hand-held to main computer; checking for accuracy; ordering re-reads as necessary; ~~printing, sorting and mailing~~ processes utility bills and second notices.
2. Accepts payments at counter or night deposit, by mail, and from banks; ~~prepares monthly bank draft withdrawals and processes monthly on-line bill payments;~~ posts payments; may adjust water bills as necessary.
3. Oversees signs-up process of new utility customers; ~~checks application for accuracy; collects deposit; issues receipt;~~ orders services turned on after proper application and deposit.
4. Accepts, records and gives receipt for tap-on and sewer fees.
5. Balances cash drawer; makes bank deposits.
6. Oversees maintenance of current information on utility accounts.
7. Prepares and forwards second notices for utility bills; works delinquent accounts; writes off accounts that cannot be collected.
8. Collects for checks returned for insufficient funds.
9. May issue orders to disconnect service in the event of non-payment; prepares work order to reconnect services after payment is received.
10. Issues work orders for utility customer complaints (i.e. meter repair and or meter replacement and/or other pertinent utility department complaints).
11. ~~Serves as Receptionist for city building; greets visitors; answers phone; sorts mail; opens and processes utility mail;~~ Uses radio for remaining in contact with all municipal utility units and problems; etc.
12. Prepares records and reports as required or requested, including reports for water usage, requests for deposit refunds, record of adjustment sheets, and other miscellaneous reports.
13. Assists city and county personnel in assigning house numbers.
14. Accepts and/or fields utility billing complaints and/or forwards to appropriate personnel.
15. Oversees general day-to-day operations of utility billing/service operations.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years related work experience.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of computer hardware and utility software.
2. Thorough knowledge of legal requirements relating to records management for utilities accounts receivable and payable.
3. Thorough knowledge of financial management practices and procedures.
4. Thorough knowledge of arithmetic, business English, spelling and grammar.
5. Thorough knowledge of banking practices.
6. Thorough knowledge of office terminology, procedures and equipment.

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Skills:

- 1. Skill in the use of computer keyboard, typewriter, calculator, and other office equipment.

Abilities:

- 1. Ability to supervise subordinates while assisting with required duties.
- 2. Ability to maintain accurate records and filing systems.
- 3. Ability to make mathematical computations with speed and accuracy by hand or machine.
- 4. Ability to deal with the public firmly but tactfully and courteously in difficult situations.
- 5. Ability to establish and maintain effective working relationships with City officers and employees, and the general public.
- 6. Mental alertness and attention to detail and accuracy.

ADDITIONAL INFORMATION

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Duties require analysis based on precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (word processor, computer, typewriter, copier, calculator, phone, postage meter, check writer, etc.)

Physical Demands: Work is performed in an office sitting at a desk or table requiring intermittent sitting, standing, or stooping. Must lift objects weighing less than 25 pounds.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: Regular business hours only.

Certification Requirements: None.

Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt.

**SECTION TWO: This ordinance shall take effective upon passage and publication as required by law.**

**Introduced and given first reading at a meeting of the City Council of the City of Versailles, Kentucky held on the 16<sup>th</sup> day of April, 2013, and fully adopted after the second reading at a meeting of said Council held on the 7<sup>th</sup> day of May, 2013.**

**APPROVED:**

\_\_\_\_\_  
**FRED SIEGELMAN, MAYOR**

**ATTEST:**

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**ALLISON B. WHITE, CITY CLERK**

**MOTION BY ELLIS, SECONDED BY TRAUGOTT TO APPROVE AND ADOPT ORDINANCE NO. 2013-16 AMENDING THE POSITION DESCRIPTION FOR THE POSITION OF SENIOR ACCOUNT CLERK (UTILITIES).**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

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At the request of Council member Bradley, City Attorney Moore gave second reading of Ordinance No. 2013-17 as follows:

CITY OF VERSAILLES  
ORDINANCE NO. 2013-17

TITLE: AN ORDINANCE AMENDING THE POSITION DESCRIPTION FOR THE  
POSITION OF ACCOUNT CLERK ASSISTANT (UTILITIES)

WHEREAS, the Versailles City Council has determined that it is necessary and appropriate to amend the position description of Account Clerk Assistant (Utilities);

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF VERSAILLES, KENTUCKY AS  
FOLLOWS:

SECTION ONE. The position description of the position Account Clerk Assistant (Utilities) is hereby amended as follows:

POSITION DESCRIPTION

Class Title: Account Clerk Assistant (Utilities)

Dept/Div.: Administration / City Clerk/Treasurer/Tax Administrator's Office

Supervisor: Senior Account Clerk (Utilities) or City Clerk/Treasurer/Tax Administrator

Supervises: None.

Class Characteristics: Under general direction, assists with preparing, checking, mailing, and collection of utility bills; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Prepares and/or assists with ~~printing, sorting, and~~ processing of ~~mailing~~ utility bills and second notices.
2. Accepts utility mail for payments; post and prepare deposit for such payments and process monthly one-line bill payments; may adjust water bills as necessary.
3. Assists with signing-up new utility customers; checks application for accuracy; collects deposit; issues receipt; orders services turned on after proper application and deposit.
4. Accepts, records and gives receipt for tap-on and sewer fees.
5. Balances cash drawer; makes bank deposits.
6. Maintains current information on utility accounts.
7. Prepares and forwards second notices for utility bills; works delinquent accounts; writes off accounts that cannot be collected.
8. Collects for checks returned for insufficient funds.
9. May issue orders to disconnect service in the event of non-payment; prepares work order to reconnect services after payment is received.
10. Issues work orders for utility customer complaints (i.e. meter repair and/or meter replacement and/or other pertinent utility department complaints).
- ~~11. Serves as Receptionist for city building; greets visitors; answers phone; Assists with and mail sort; opens and processes utility mail for posting and deposit; uses radio for remaining in contact with all municipal utility units and problems; etc.~~
12. Prepares records and reports as required or requested, including reports for water usage, requests for deposit refunds, record of adjustment sheets, and other miscellaneous reports as requested.
13. Accepts and/or fields utility billing complaints and/or forwards to appropriate personnel.

Non-essential: None.

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## DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by one year related work experience.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Knowledge of computer hardware and utility software.
2. Knowledge of legal requirements relating to records management for utilities accounts receivable and payable.
3. Knowledge of financial management practices and procedures.
4. Knowledge of arithmetic, business English, spelling and grammar.
5. Knowledge of banking practices.
6. Knowledge of office terminology, procedures and equipment.

#### Skills:

1. Skill in the use of computer keyboard, typewriter, calculator, and other office equipment.

#### Abilities:

1. Ability to maintain accurate records and filing systems.
2. Ability to make mathematical computations with speed and accuracy by hand or machine.
3. Ability to deal with the public firmly but tactfully and courteously in difficult situations.
4. Ability to establish and maintain effective working relationships with City officers and employees, and the general public.
5. Mental alertness and attention to detail and accuracy.

## ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects are covered specifically, but must use some of own judgment.

Processes: Work varies slightly; seldom required to take different, new or unusual approaches in completing work.

Review of Work: Work is generally reviewed through questions and answers; completed work may be spot-checked.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Normal office equipment (word processor, computer, typewriter, copier, calculator, phone, postage meter, check writer, etc.)

Physical Demands: Work is performed in an office sitting at a desk or table requiring intermittent sitting, standing, or stooping. Must lift objects weighing less than 25 pounds.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: Regular business hours only.

Certification Requirements: None.

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Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt.

**SECTION TWO: This ordinance shall take effective upon passage and publication as required by law.**

**Introduced and given first reading at a meeting of the City Council of the City of Versailles, Kentucky held on the 16<sup>th</sup> day of April, 2013, and fully adopted after the second reading at a meeting of said Council held on the 7<sup>th</sup> day of May, 2013.**

**APPROVED:**

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**FRED SIEGELMAN, MAYOR**

**ATTEST:**

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**ALLISON B. WHITE, CITY CLERK**

**MOTION BY ELLIS, SECONDED BY TRAUGOTT TO APPROVE AND ADOPT ORDINANCE NO. 2013-17 AMENDING THE POSITION DESCRIPTION OF THE POSITION OF ACCOUNT CLERK ASSISTANT (UTILITIES).**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**At the request of Council member Bradley, City Attorney Moore gave second reading of Ordinance No. 2013-18 as follows:**

**CITY OF VERSAILLES  
ORDINANCE NO. 2013-18**

**TITLE: AN ORDINANCE CREATING THE POSITION OF  
RECEPTIONIST/OFFICE CLERK**

**WHEREAS, the Versailles City Council has determined that it is necessary and appropriate to create the position of Receptionist/Office Clerk;**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF VERSAILLES, KENTUCKY AS FOLLOWS:**

**SECTION ONE. There is hereby created a new position of employment within the City known as the Receptionist/Office Clerk and shall consist of the following duties, responsibilities and additional requirements as set forth therein.**

**POSITION DESCRIPTION**

Class Title: Receptionist/Office Clerk

Dept/Div.: Administration / City Clerk/Treasurer/Tax Administrator's Office

Supervisor: City Clerk/Treasurer/Tax Administrator

Supervises: None

Class Characteristics: Under general direction, assists City Clerk/Treasurer/Tax Administrator and Sr. Utility Clerk; performs related duties as required.

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General Duties and Responsibilities:

Essential:

- 1. Serves as receptionist for city building by directing calls and complaints to appropriate department personnel.
- 2. Greets visitors.
- 3. Receives and sorts mail; opens and processes utility mail.
- 4. Operates radio for remaining in contact with all units as needed.
- 5. Signs-up new utility customers; checks application for service for accuracy; collects deposit; issues receipt; assist with ordering services turned on after proper application and deposit.
- 6. Accepts, records and provides receipt for tap-on and sewer fees.
- 7. Assists with balancing cash drawer and making bank deposits.
- 8. Assists with maintaining current information on utility accounts.
- 9. Assists other office personnel as necessary during busy periods.
- 10. Accepts payments at counter or night deposit and may post payments.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Graduation from high school or equivalent supplemented by five years related work experience, preferably in a public organization.

Special Knowledge, Skills and Abilities:

Knowledge:

- 1. Knowledge of computer; ability to learn software used by utilities office.
- 2. Knowledge of banking practices.
- 3. Knowledge of office terminology, procedures and equipment.
- 4. Knowledge of arithmetic, business English, spelling and grammar.
- 5. Knowledge of requirements related to records management for accounts receivable and payable.

Skills:

- 1. Skill in the use of computer keyboard, calculator, and other office equipment.

Abilities:

- 1. Ability to maintain accurate records and filing systems.
- 2. Ability to maintain records efficiently and accurately.
- 3. Ability to effectively perform a number of diverse activities and programs simultaneously.
- 4. Ability to make mathematical computations with speed and accuracy by hand or machine.
- 5. Ability to deal with the public firmly but tactfully and courteously in difficult situations.
- 6. Ability to establish and maintain effective working relationships with City officers and employees, and the general public.
- 7. Mental alertness and attention to detail and accuracy.
- 8. Ability to establish and maintain effective working relationships with City officials, employees and the general public.

ADDITIONAL INFORMATION

Instructions: Instructions are very general; must use own judgment most of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work may occasionally be reviewed by observation.

Analytical Requirements: Problems require analysis based on precedent.

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Tools, Equipment and Vehicles Used: Normal office equipment (word processor, computer, typewriter, copier, printer, calculator, phone, postage machine, etc.)

Physical Demands: Work is performed in an office sitting at a desk or table requiring intermittent sitting, standing, or stooping. The job requires lifting objects weighing less than 25 pounds.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Moderate/heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: Normal office hours.

Certification Requirements: None.

Additional Requirements: Must be bonded.

Overtime Provision: Non-exempt.

**SECTION TWO: This ordinance shall take effective upon passage and publication as required by law.**

**Introduced and given first reading at a meeting of the City Council of the City of Versailles, Kentucky held on the 16<sup>th</sup> day of April, 2013, and fully adopted after the second reading at a meeting of said Council held on the 7<sup>th</sup> day of May, 2013.**

**APPROVED:**

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**FRED SIEGELMAN, MAYOR**

**ATTEST:**

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**ALLISON B. WHITE, CITY CLERK**

**MOTION BY ELLIS, SECONDED BY TRAUGOTT TO APPROVE AND ADOPT ORDINANCE NO. 2013-18 CREATING THE POSITION OF RECEPTIONIST/OFFICE CLERK.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**City Attorney Bill Moore addressed the Council with the amended Subdivision Regulations pertaining to Construction Guarantee Procedures for completion of improvements in subdivisions. Mr. Moore noted that the previous requirements allowed for the developer to post either a “Letter of Credit” OR a “Certificate of Deposit”. Mr. Moore recommended that the City accept on “Certificate of Deposits” for future developments.**

**MOTION BY ROBERTS, SECONDED BY KERKHOFF TO ADOPT A RESOLUTION WHEREBY THE CITY OF VERSAILLES WOULD REQUIRE A CERTIFICIATE OF DEPOSIT TO BE IN THE NAME OF “CITY OF VERSAILLES, KENTUCKY” AS “TRUSTEE FOR (DEVELOPER NAME).**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**



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**City Attorney Bill Moore presented a recommended Zone Change for the Camco Property (Ruggles Sign Co) located at 720 Big Sink Pike – 21.469 Acres from A-1 to I-1. Mr. Moore noted that the Council should decide if they wanted to hold their own public hearing; adopt the Planning and Zoning Commission’s recommendation or find their own Findings of Fact.**

**MOTION BY ELLIS, SECONDED BY ROBERTS TO NOT HOLD A CITY PUBLIC HEARING REGARDING THE ZONE CHANGE REQUEST FOR CAMCO PROPERTY, LLC.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**MOTION BY TRAUGOTT, SECONDED BY BRADLEY TO ACCEPT THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION REGARDING THE ZONE CHANGE REQUEST FOR CAMCO PROPERTY, LLC.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**At the request of Council member Bradley, City Attorney Moore gave first reading of Ordinance 2013-19 Approving Zone Change Request for Camco Property, LLC (Ruggles Sign Co.) at 720 Big Sink Pike – 21.469 Acres from A-1 (Agricultural) to I-1 (Light Industrial).**

**The Mayor opened the scheduled Council Work Session to discuss Cemetery issues and the Council’s follow-up on the proposed Rules and Regulations of the Cemeteries.**

**Council member Carl Ellis apologized to the citizens, further stating that it was never the intent of the City to have anyone “relive” their grief in any way”. Mr. Ellis further explained the chain of events leading up to the enforcement of the rules and regulations. Mr. Ellis once again noted that the Rules and Regulations are not new rules and where in fact, the Rules and Regulations of the Rose Crest Cemetery when the City bought it from the Rose family. Mr. Ellis noted that the City has been somewhat “negligent” in the enforcement of the rules over the years and noted that after the intent was to begin enforcement of them. Council member Kerkhoff presented the proposed Rules and Regulation changes and noted that implementation of the rules could take place after July 1<sup>st</sup> possibly. Mayor Siegelman then opened the floor for public comment and discussion. Those that presented issues/concerns were Barbara Kinder, Cindy Snapp, Carol Blackford, Jenny Given, Patsy Dennis, Charleen Brooks. The majority of the present public, expressed their approval of the proposed changes, however, there was still an expression of desire to have benches in the Cemteries and Council member Traugott expressed that two shepherds hooks should be allowed rather than just one. The amended Rules and Regulations are as follows:**

**REVISION: 5/7/2013**

**CITY OF VERSAILLES, KENTUCKY  
CEMETERIES RULES AND REGULATIONS**

**STATEMENT OF POLICY**

- 1. The Rules and Regulations for the Versailles, Rose Crest, and Simmons Cemeteries are reviewed and approved by the Versailles City Council, to serve as governance for the operations and maintenance functions of the City of Versailles owned Cemeteries.**
- 2. These Rules and Regulations have been developed in order to maintain the city owned cemeteries in a condition wherein individual solace and memory may be sought, and the memorial intent of those whom care for those interred can be accommodated to a greatest degree possible without unduly disturbing the peaceful and reverent intent of the City of Versailles Cemeteries.**
- 3. Per the direction of the Versailles City Council, these rules and regulations are deemed necessary for the upkeep of the city cemeteries, and are administered on a daily basis by the City’s Cemetery Superintendent.**
- 4. Cemetery patrons whom may have questions or concerns regarding the administration of these rules and regulations as promulgated can contact the City of Versailles Cemetery Superintendent at (859) 873-4241.**

**INTERMENTS, ENTOMBMENTS AND INURNMENTS**

- 1. Interments, entombments and inurnments will be made by City of Versailles Cemetery personnel or their designees only.**

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2. Interments, entombments and inurnments will be made only after obtaining:
  - a. authorization of the owner of the cemetery lot, or mausoleum crypt:
  - b. authorization of the nearest relative of the deceased; and
  - c. approval of the Cemetery Superintendent.
3. Scattering of cremains in the cemeteries is prohibited.
4. All remains entombed in mausoleums must be embalmed.
5. For interment, all bodies must be placed in a container, which is rigid and has handles for carrying and is approved by the City of Versailles.
6. The Cemetery shall not be held responsible for any order authorizing an interment given by telephone, nor for any mistake occurring because of inaccurate instructions.
7. All caskets must be in an approved vault.
8. For cremations, a limit of three (3) cremains may be placed in a grave, and one (1) cremain and one (1) vault may be placed in a grave.

### **CEMETERY LOTS**

1. The Cemetery will not recognize transfers of ownership by will unless duly notified. \*Ordinance 91.02 RESALE OF LOTS  
(A) All cemetery lots sold after March 7, 1972, are restricted from being resold to anyone other than the City excluding only immediate members of the owner's family.  
(B) This section shall be made a part of all sales agreements of lots sold and shall be contained in any deed conveying the lot.  
\*Ordinance 2000-16 AN ORDINANCE AMENDING THE PRICE PAID UPON THE RESALE OF CEMETERY LOTS.  
(C) In the event any lot is repurchased by the City, the lot shall be repurchased at the price paid for at original purchase of cemetery lots.
2. \*Ordinance 91.05 PLANTING TREES AND SHRUBS RESTRICTED.  
The owner of each lot shall have the right to plant trees and shrubs in the same, but, in order to procure symmetry and the best general result, all planting and pruning shall be done under the direction and subject to the approval of the cemetery keeper. No tree or shrub within any lot shall be cut down or destroyed without the consent of the Cemetery Superintendent. If any tree or shrub shall become detrimental to any adjacent lot, avenue, or ground, it shall be the right and duty of the keeper to remove the same at the expense of the owner of the lot on which it stands.
3. Bordered Area-For the purposes of these rules, a bordered area is defined as an area that extends no more than 18" from the front of the headstone or marker and does not exceed the width of the headstone or marker. The border shall consist of a stone or concrete material that is no higher than 4" off the ground.
4. Toys, shells, decorative stones, and similar articles shall be permitted only on a headstone or placed in a bordered area.
5. Artificial flowers are permitted on head stones or in the bordered areas year-round, but may be removed by cemetery personnel if they become faded or deteriorated.
6. Two shepherd hooks are permitted per cemetery plot, and shall be placed in bordered areas only, (or, if there is not a bordered area, against the headstone) and the hook and the decorations on the hooks shall not hang over the area outside the bordered area or headstone.
7. Any decorations placed on a lot which do not conform to the Cemetery's policies will be removed by cemetery personnel. Prohibited items include items with advertising (i.e. food and beverage containers), items that may be deemed offensive, and clothing items. If such items are removed, cemetery personnel will attempt to contact the purchaser of the plot, and said items will be kept for 14 days.
8. Natural flowers will be permitted at any time and will be removed when

wilted. The pots or baskets containing such plants shall be-secured on headstones or placed in the bordered areas.

9. Items of a nature unique to a holiday shall be allowed to be placed in permitted areas no more than 21 days before the holiday and shall be permitted to remain for no more than 21 days following the holiday, at which time they may be removed by cemetery personnel.
10. Flower beds of spring bulbs or summer annuals shall be planted only in the bordered areas. Should a flower bed become unkept the Cemetery reserves the right to remove.
11. Articles made of concrete, urns, boxes, etc. are permitted only in bordered areas because such articles add greatly to the cost of maintenance. Fencing or trellises of any type shall not be allowed.
12. The City disclaims all responsibility for loss or damage from causes beyond its reasonable control, and, especially, due to regular maintenance, thieves, vandals, explosions, unavoidable accidents or acts of God.
13. \*Ordinance 91.04 REMOVAL OF IMPROPER STONES, MONUMENTS AND THE LIKE.  
The City reserves the right to exclude or remove from any cemetery lot such stones, monuments, or other things as shall be deemed by it to be improper, offensive, or injurious to that or the adjacent lots or grounds.

## **MEMORIALS**

1. Granite, marble or bronze are recommended as the most durable materials for memorials, memorials for temporary or permanent use, of wood, concrete, artificial stone, composition, tin, or iron are not permitted.
2. Only one central or family memorial should be placed on any family lot, and the location of all memorials shall be determined by the Cemetery.
3. Only one marker is permitted per grave space. (Exception is made in the case of a government flush marker which shows the person's military history.)
4. An endowment for the future care of a private mausoleum is required and must be paid to the "Special Care Endowment Fund" before the erection of a mausoleum in the Cemetery.
5. No memorial shall be placed on any lot against which there exists any indebtedness.
6. No memorial may be erected or placed on any lot in the Cemetery without Cemetery approval.
7. All foundations for memorials must be installed by the Cemetery and the Cemetery will assume responsibility for the proper construction of such foundations.
8. The City of Versailles reserves the right to exclude or remove from any lot, memorial, or other structure which shall be determined by them to be offensive, improper or injurious to the surrounding lots or grounds, or which has become dilapidated or unsightly.

## **RULES OF CONDUCT**

1. Since this is a cemetery, with an inherent sacred nature, it is requested that visitors are clothed, including shoes and shirts that they refrain from parties, picnicking and sports activities of any kind on the grounds.
2. \*ORDINANCE 91.10 DOGS PROHIBITED IN CEMETERIES.  
No person shall take a dog within the boundaries of the city cemetery.
4. A speed limit of 10 miles per hour within the grounds of the Cemetery must be observed to insure the safety of visitors and workmen.

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5. The Cemetery reserves the right to prohibit entrance to the Cemetery by the public at those times when the safety of visitors and preservation of the Cemetery is threatened by bad weather or similar factors.

**GENERAL RULES**

1. It shall be the right and duty of the City of Versailles from time to time, to amend these policies as they deem necessary for the care of the Cemetery and the protection of the owners.
2. The above rules and regulations do not constitute all the rules and regulations of the Cemetery, but only those most pertinent to owners and visitors.

**MOTION BY ELLIS, SECONDED BY BRADLEY TO APPROVE AND ADOPT THE AMENDED (5/7/2013) RULES AND REGULATIONS OF THE VERSAILLES CEMETERIES EFFECTIVE JULY 15, 2013. (MOTION AS AMENDED)**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**MOTION BY TRAUGOTT, SECONDED BY BRADLEY TO AMEND THE MOTION TO AMEND #6 TO READ TWO (2) SHEPHARD HOOKS AND TO AMEND # 3 (BORDERED AREA) TO READ 18” INCHES INSTEAD OF 16”.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**Public Works Director Bart Miller presented the following quotes for the repair/replacement of 10 lights at the wastewater treatment plant:**

<b>Younger Electric</b>	<b>\$2,523.00 (\$252.30/each light)</b>
<b>Service Specialties</b>	<b>\$3,500.00 (\$350.00/each light)</b>

**MOTION BY ELLIS, SECONDED BY KERKHOFF TO APPROVE YOUNGER ELECTRIC’S QUOTE IN THE AMOUNT OF \$2,523.00 FOR THE REPAIR/REPLACEMENT OF 10 LIGHTS AT THE WASTEWATER TREATMENT PLANT.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**Mr. Miller presented the following quotes for the repair of the returned activated sludge pump station at the wastewater treatment plant:**

<b>Service Specialties</b>	<b>\$7,190.00</b>
<b>Herrick Company, Inc.</b>	<b>\$8,284.00</b>

**MOTION BY ELLIS, SECONDED BY ROBERTS TO APPROVE SERVICE SPECIALTIES’ QUOTE IN THE AMOUNT OF \$7,190.00 FOR THE REPAIR OF THE ACTIVATED SLUDGE PUMP STATION AT THE WASTEWATER TREATMENT PLANT.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**Mr. Miller presented the following quotes for the purchase of a 27 horsepower 60” deck mower:**

<b>Bevin’s Motors</b>	<b>\$8,138.77</b>
<b>Central Equipment</b>	<b>\$7,999.00</b>
<b>Henry’s Outdoor Power Equipment</b>	<b>\$8,084.00</b>

**MOTION BY ELLIS, SECONDED BY KERKHOFF TO APPROVE QUOTE AS PRESENTED BY CENTRAL EQUIPMENT IN THE AMOUNT OF \$7,999.00 FOR THE PURCHASE OF A 27 HP 60” DECK MOWER FOR THE STREET DEPARTMENT.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**MAY 7, 2013**

**MOTION BY ELLIS, SECONDED BY BRADLEY TO APPROVE AND ACCEPT THE SOLE BID PRESENTED BY PAUL SADOWSKI IN THE AMOUNT OF \$1,339.00 FOR THE SURPLUS SEWER CAMERA SETUP.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**Police Chief John Wilhoit requested to declare a Sidearm Glock 19 9mm handgun as surplus property and sale it to assigned officer upon retirement.**

**MOTION BY ROBERTS, SECONDED BY BRADLEY TO DECLARE A SIDE ARM GLOCK 19 9MM HANDGUN SURPLUS AND SALE TO ASSIGNED POLICE OFFICER UPON RETIREMENT.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**Sewer Committee Chairman Owen Roberts noted that the Water/Sewer Committee met regarding a request for a sewer adjustment at 189 Berry Avenue. Mr. Roberts noted that the property was vacant and the owner lives out-of-state and upon his arrival to check on the property, he found that there was a leak in the wall. Mr. Roberts noted that the committee recommended a sewer adjustment in the amount of \$346.09, leaving the new bill to be \$359.22.**

**MOTION BY ROBERTS, SECONDED BY ELLIS TO APPROVE REQUEST FOR A SEWER BILLING ADJUSTMENT FOR 189 BERRY AVENUE IN THE AMOUNT OF \$346.09.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**DEPARTMENT/COMMITTEE HEAD REPORTS**

**Bart Miller informed the Council and public that there was a water leak in a main on Broadway at this time and the entire water system was under a “Boil Water Advisory” for at least the next 24 hours.**

**MOTION BY ELLIS, SECONDED BY ROBERTS TO APPROVE THE GENERAL LEDGER DISTRIBUTION LIST (BILLS) DATED MAY 7, 2013 AFTER THEY HAVE BEEN PROPERLY REVIEWED AND APPROVED BY THE APPROPRIATE DEPARTMENT HEAD, MAYOR AND CITY TREASURER.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**MOTION BY ELLIS, SECONDED BY TRAUGOTT THAT THE MEETING OF THE COUNCIL ADJOURN.**

**The vote was as follows: Bradley, Ellis, Kerkhoff, Roberts and Traugott voting aye.**

**APPROVED:**

**FRED SIEGELMAN, MAYOR**

**ATTEST:**

**ALLISON B. WHITE, CITY CLERK**